

LIBRARY PAGE

DISTINGUISHING FEATURES

The fundamental reason the exists is to shelve library materials and read shelves for accuracy in all areas of the library to provide the best possible accessibility for patrons and staff in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Supervising Library Assistant.

ESSENTIAL FUNCTIONS

Sorts and shelves materials in all areas of the library as accurately and quickly as possible, meeting work performance standards as set for each library site. Lifts arms above shoulder level; bends, reaches, and climbs a short stepladder to perform duties.

Lifts crates of books weighing up to 40 lbs. and pushes a fully loaded book cart weighing up to 300 pounds.

Shelf reads, alphabetically and numerically, in assigned areas for accuracy in an established time period.

Empties book drops; bends and stoops to lift books, pushes carts, discharges and sorts materials as assigned.

Regularly picks up materials left by patrons on shelves, tables and carrels.

Regularly neatens tables, carrels and public seating to provide an inviting atmosphere for patrons.

Possesses a shared commitment to quality in everyday work. Takes initiative to ensure all duties are completed in an accurate and timely manner.

Assists patrons in the use of copiers, reader-printers and other equipment.

Assists patrons in locating specific library materials.

Assists patrons in bringing donations into the library.

Supports co-workers by consistent performance of their assigned duties and helping others whenever needed. Committed to working on a team.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Alphabet, spelling and numbers

Ability to:

Sort, shelf and file materials accurately.

Understand and perform oral and written instructions.

Bend, reach, and lift arms above shoulders on a continuous basis.

Climb a short step ladder

Lift crates of books weighing up to 40 lbs.

Push a fully loaded book cart weighing up to 300 pounds.

Communicate in a positive and effective manner with co-workers and the public both in person

and on the telephone.

Commit to teamwork and quality service.

Take initiative to ensure all duties are completed in a timely, accurate manner.

Maintain regular consistent attendance and punctuality.

Work evening and weekend hours on a regular basis.

Education & Experience

Previous library experience is desirable.

Work evening and weekend hours.

FLSA Status: Non-exempt

HR Ordinance Status: Classified